



REPLY TO  
ATTENTION OF

DEPARTMENT OF THE ARMY  
U.S. ARMY MANEUVER SUPPORT CENTER AND FORT LEONARD WOOD  
320 MANSCEN LOOP STE 316  
FORT LEONARD WOOD, MISSOURI 65473-8929

ATZT-CP

15 OCT 2001

MEMORANDUM FOR SEE DISTRIBUTION

SUBJECT: Command Policy # 21-01, Civilian Employees' Attendance at Ceremonies and Activities During Duty Hours

1. PURPOSE. To publish policy for civilian employees' attendance, during duty hours, at ceremonies and activities.

2. POLICY/PROCEDURES.

a. Civilian employees are an integral part of the total Army. Their attendance and participation in the various command and organization sponsored activities are encouraged.

b. Cultural awareness events, installation award ceremonies, change of command ceremonies, volunteer work at Special Olympics activities and soldier graduation events are examples of activities held during duty hours that are considered official business. With supervisory approval, employees may attend and participate in these events without charge to leave. No entry is required on the time and attendance report.

c. Organization day activities that involve award ceremonies, exhibits related to work performed, or speeches that review significant accomplishments, future goals, objectives and performance may also be conducted during duty time.

d. Supervisors may excuse employees up to a maximum of four hours to participate in other organization day activities when employees can be released from their normal duties. Employees who choose not to participate in such activities should be allowed to work, or leave may be approved at the employee's request. Command approval is required for excused absences of more than four hours.

e. Supervisors must ensure that leave is charged when duty time or excused absence is not authorized.

f. Consumption of alcoholic beverages in connection with activities during duty time is prohibited.

g. Civilian employees may not be granted excused absence to participate in golf tournaments that occur during duty hours. In accordance with Department of Defense policies, use of official duty time is not appropriate.

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3. SUPERSESSION: This policy supersedes the previous command policy, subject as above, dated 8 May 1998 and 1<sup>st</sup> Endorsement dated 15 September 2000.

4. PROPONENCY. The proponent for this command policy is the Director, Civilian Personnel Advisory Center, 596-0280.

A handwritten signature in black ink, appearing to read 'A. Aadland', is written over a large, hand-drawn oval. The signature is fluid and cursive.

ANDERS B. AADLAND  
Major General, USA  
Commanding

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